

**U.S. DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION & REHABILITATIVE SERVICES
REHABILITATION SERVICES ADMINISTRATION
WASHINGTON, D.C. 20202**

POLICY DIRECTIVE

PD-91-13

RSM 1250 1/

DATE: July 3, 1991

TO : STATE VOCATIONAL REHABILITATION AGENCIES (GENERAL)
STATE VOCATIONAL REHABILITATION AGENCIES (BLIND)
CLIENT ASSISTANCE PROGRAMS
RSA SENIOR MANAGEMENT TEAM

SUBJECT : Promulgation of the Revised Financial Status Report (SF-269) for RSA
Formula Grants Under the Rehabilitation Act of 1973, as Amended

CONTENT : OMB revised the "Financial Status Report," (SF-269) and reissued the report
in a short format and long format. Effective FY 1990, State VR agencies
and Client Assistance Grantees are to report the financial status of their
grants on the long form (copy attached). The instructions for preparing this
report are on the back of the form.

For compliance with the Education Department General Administrative Regulations (EDGAR), 34 CFR Parts 74 and 80, each recipient of a Federal grant is required to use the SF-269 to report the status of funds for all non-construction grants. 34 CFR 74.70 through 74.73 pertain to Federal grants awarded prior to October 1, 1988. 34 CFR 80.41 pertains to grants awarded on or after October 1, 1988.

Unless time is extended by the awarding agency at the request of the grantee, 34 CFR 80.23(b) requires each grantee to liquidate all obligations incurred under the award within 90 days after the grant period or the termination of the grant. Instructions pertaining to the extension of the 90-day liquidation requirement are outlined in IM-89-26, dated July 28, 1989.

1/ Under Development

The following report schedule is to be followed by all State VR agencies and Client Assistance Program grantees for their respective formula grant awards under the Rehabilitation Act of 1973, as amended.

A) Title I (Basic VR)

- 1) Within 30 days of the end of the 1st, 2nd, and 3rd Federal fiscal year quarters, submit a SF-269 (one copy) to the appropriate RSA Regional Office.
- 2) Within 90 days of the end of the Federal fiscal year, submit an annual SF-269 (one copy) reflecting activity for the respective fiscal year to the appropriate RSA Regional Office.
- 3) 34 CFR 361.87(b) allows those State VR agencies that received funds during the reallocation process in one fiscal year to carry over reallocated funds in the next fiscal year to pay for initial expenditures.

If a State agency has unobligated Title I reallocation funds available at the end of a Federal fiscal year per Section 110(c)(2) of the Act, it shall report those funds on line 10p of its year-end SF-269 for that fiscal year.

Reallocated funds reported as unobligated on line 10p of the year-end report must be obligated within 45 days of the start of the next fiscal year and must be reported on the next quarter's (10/1-12/31) SF-269. The report for that period (10/1-12/31) will show an increase in cash outlays and/or unliquidated obligations. Effective FY 1990 and thereafter, expenditures incurred under the reallocated funds and expenditures incurred under the initial grant are to be reported as one transaction on the SF-269 report. State VR agencies that carry over reallocated funds are required to submit a SF-269 report thirty days after the close of the (10/1-12/13) quarter to the appropriate Regional Office.

- 4) Please note that if a final report time extension, per 34 CFR 80.23(b), has not been requested or approved by the RSA Commissioner, the year-end SF-269 report is to be final per 34 CFR 80.41(b) and 80.50(b).

If a final report time extension has been granted by the Commissioner, per 34 CFR 80.50, a final SF-269 is to be submitted on or before the extension deadline. Send one copy of the report to the appropriate RSA Regional Office.

Please Note: (a) SF-269 (attached) Item 10o must equal the last grant award received for that fiscal year, which should include all funds received during the reallocation process. (b) Items 10k, 10l and 10m must be zero on the final report.

B) Title VII-A - Independent Living-Part A; Title VI-C Supported Employment; and Client Assistance

- 1) Within 90 days of the end of the Federal fiscal year, submit an annual SF-269 (one copy) reflecting activities for the respective fiscal year for each of the formula grant programs to the appropriate RSA Regional Office. An annual SF-269 is required, even when an extension of time under 34 CFR 80.50 has been requested and approved. If a final report time extension, per 34 CFR 80.50 has not been re-requested or approved by the Commissioner, this report is to be a final per 34 CFR 80.29.
- 2) If a final report time extension has been approved by the Commissioner per 34 CFR 80.50, a final report is to be submitted on or before the extension deadline. Send one copy of the report to the appropriate RSA Regional Office.

Please Note: (a) SF-269 Item 10o must equal the last grant award amount received for that fiscal year, which should include all funds received during the reallocation process. (b) Items 10k, 10l, and 10m must be zero on the final report.

- 3) Supported Employment, Title VI-C Grantees Only 34 CFR 363.51(b) stipulates that not more than 5 percent of a State's allotment may be spent on administrative cost. Include in Item 12 on the SF-269 report, a division of obligations/outlays between costs of administration and costs of services under the award. The division between administrative cost and cost for services is required for the annual SF-269 and the final SF-269 report.

CITATION IN LAW

: Rehabilitation Act of 1973, as Amended, Title I, VI and VII.

CITATION IN REGULATIONS : 34 CFR Part 74 and Part 80

EFFECTIVE DATE OF POLICY: Upon Receipt

AFFECTED POLICIES : PPD-90-6 (originally issued as PPD-90-10, May 2, 1990) is superseded.

EXPIRATION DATE : Until Retired

INQUIRIES : Director, Financial Management and Information Services Staff, RSA,
MES Building, Room 3042, 330 C Street, SW., Washington, DC
20202-2551.

Nell C. Carney
Commissioner, RSA

Attachments